

# Tips & Tricks for Microsoft Live@edu

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## *SkyDrive-Office Web Apps K-12 Demo*

### **Before You Begin**

The following demos were created by capturing click-by-click screenshots of the Live@edu applications and pasting them onto individual PowerPoint slides (similar to the frame-by-frame construction of an animated cartoon). When executed in slideshow mode (F5), the slides resemble a live demo without concern for Internet connectivity, demo accounts, or other hard-to-control variables. Simply follow the script below and click on the slide per the script instructions. Each "click" of the demo represents an advance to the next slide.

Once in the slideshow, right-click and select Pointer Options→Arrow Options→Visible to deliver a more realistic experience by preventing the mouse pointer from auto-hiding.

To deliver the full demonstration, you will need three PowerPoint files:

- Part I - Tips & Tricks for SkyDrive-Office Web Apps
- Part II - Tips & Tricks for SkyDrive-Office Web Apps
- Part III - Tips & Tricks for SkyDrive-Office Web Apps

For the best quality, set your PC resolution to 1024x768.

### **Introduction**

Your students want more, with the exception of homework, of course. While we can't help with less homework, we can give them more services. Microsoft Live@edu provides your students, and everybody else on campus, with 10GB of hosted email and calendaring, 25 GB of online storage, and a way to share and edit their Microsoft Office documents online.

Live@edu primarily consists of the capability for schools to provision Windows Live IDs and get a hosted email solution based on Outlook Live at the school's email address. The Windows Live ID will also enable students to access a variety of Live services, including SkyDrive storage and Office Web Apps to help students manage their studies, share and store information, collaborate with other students in real-time, and stay connected more easily with friends and family.

With enterprise-class hosting that is integrated with the school's existing infrastructure, Live@edu relieves schools of the burden and cost of maintenance and design of these types of advanced, yet expected, communications services. Live@edu gives schools back time and money for more strategic projects, while offering students access to email and documents via their PCs, mobile phones, and online.

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## Demonstration 1: I Need to Get Started

With 25 GB of free, password-protected online storage, SkyDrive and Office Web Apps give you the freedom to store, edit, and share school-related photos, files, and documents. You set the passwords and you decide who sees what, so you have confidence that your data is in your control. Access your files from virtually any Web-enabled computer or mobile device—whether it's yours, a friend's, or a public computer.

**Note:** SkyDrive is a publicly available, ad-based tool in which the advertisements have been removed for Live@edu users. There are certain features of SkyDrive that may not work the same as the public version or may be discouraged by school administration. SkyDrive is an "I own" tool for which IT **does not** have the ability to monitor or inspect content. Users must be 13 or older to use SkyDrive.

### Task 1-1: SkyDrive Basics

Feature	What You Say	Where You Click
Sign-In	To login to SkyDrive, go to <a href="http://office.live.com">http://office.live.com</a> and enter your Windows Live ID (your school e-mail address provided by your IT administrator) and your password.	<ul style="list-style-type: none"><li>• Launch <b>Part I</b> slideshow</li><li>• Click <b>Windows Live ID</b> field</li><li>• Click <b>Password</b> field</li><li>• Click <b>Sign In</b></li></ul>
SkyDrive Home	<p>The SkyDrive home page provides easy access to your personal and shared folders and recent documents. It also gives you the ability to create new Office documents right from here.</p> <p><b>Note:</b> Messenger Social is a social networking feature of SkyDrive that is not necessarily a good fit for Live@edu users. Adding friends to SkyDrive opens users up to more of the SkyDrive public capabilities. Students and teachers are encouraged to use Outlook Live for all email and chat communications. The <b>Shared With Me</b> folder view will not be used; users will share links to shared folders via Outlook Live (see Demonstration 3).</p>	<ul style="list-style-type: none"><li>• Point out <b>Personal, Shared, and Shared with me</b> folder list</li><li>• Point out <b>Recent documents on SkyDrive</b></li><li>• Point out <b>Create a new online document</b></li><li>• Point out <b>Messenger social</b></li></ul>
Privacy Settings	<p><b>Note:</b> Live@edu users should use Outlook Live for their communication and chat needs. To help reduce confusion that may result from incoming Windows Live friend requests, you may want to set your Privacy settings to <b>Private</b>.</p>	<ul style="list-style-type: none"><li>• Click <b>profile</b> at top right</li><li>• Click <b>Privacy settings</b></li><li>• Point out <b>Private</b> setting</li><li>• Click address bar</li><li>• Click address bar again</li><li>• Click blue arrow in address bar</li></ul>

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Feature	What You Say	Where You Click
Folders	<p>By default, every SkyDrive user has a My Documents folder and a Public folder. We'll address the Public folder a little later in the presentation.</p> <p>The My Documents folder is a private folder for storing your personal files. There are a number of folder-level commands for working with the folder and each file has a set of related commands that can be accessed by hovering over the file you want to work with.</p>	<ul style="list-style-type: none"> <li>Click <b>My Documents</b></li> <li>Point out files</li> <li>Point out folder menu options</li> <li>Click <b>More</b> dropdown in folder menu</li> <li>Click <b>More</b> dropdown again</li> <li>Click <b>Assembly Speech Outline</b></li> <li>Click <b>More</b> dropdown in hover menu</li> <li>Click off hover menu to close</li> </ul>
Upload Content	<p>You can put files onto your SkyDrive in three ways.</p> <p>First, simply upload files from your computer using the tools in your SkyDrive folder. Uploading content is as easy as dragging and dropping the files from your computer onto the Web. (You may need to download the SkyDrive upload tool to enable the drag and drop functionality.)</p> <p><b>Note:</b> <i>To edit your Office files in Office Web Apps, they must be in the new Office file format (.docx, .xlsx, .pptx).</i></p>	<ul style="list-style-type: none"> <li>Click <b>Add files</b></li> <li>Click <b>select documents from your computer</b></li> <li>Click <b>Cancel</b></li> <li>Click anywhere</li> <li>Click <b>Ecology Report.docx</b></li> <li>Drag and drop documents onto upload frame</li> <li>Click the red <b>x</b> to close Windows Explorer</li> <li>Click <b>Continue</b></li> <li>Point out new files</li> </ul>
Create New Document	<p>Second, you can create a new Office document directly from your SkyDrive. Word, Excel, PowerPoint, and OneNote are supported.</p> <p>You'll have the opportunity to name the file and change the permissions (more on permissions later).</p> <p>When you create a new Office file, the file will open in Office Web Apps for viewing and editing within the browser. We'll talk more about using Office Web Apps a little later in the presentation.</p>	<ul style="list-style-type: none"> <li>Click <b>New</b> dropdown in folder menu</li> <li>Click <b>OneNote notebook</b></li> <li>Click the <b>Name</b> field</li> <li>Click <b>Save</b></li> <li>Click top left of note page</li> <li>Click black <b>x</b> at top right to close</li> </ul>

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Feature	What You Say	Where You Click
Save From Office 2010	<p>The third way to upload content is to save a <b>new or locally stored</b> file directly from Microsoft Office. Microsoft Office 2010 is the only version that supports this type of save to SkyDrive (older versions of Office can be used to open, edit, and save <i>existing</i> SkyDrive documents).</p> <p>The new Microsoft Office Backstage™ view replaces the traditional File menu in Microsoft Office to provide a single point of reference for all of your file management tasks and more, bringing related but separate features together for easy access.</p> <p>Just click the File tab for easy, organized access to tools that were previously spread across several locations. For example, in several applications, print options (including Print Preview) are now combined on one effortless Print tab.</p> <p>From here, you can click Save &amp; Send and then Save to Web to enter your SkyDrive information and upload your open document to the SkyDrive folder of your choice.</p>	<ul style="list-style-type: none"> <li>• Click anywhere</li> <li>• Click <b>File</b></li> <li>• Click <b>Recent</b></li> <li>• Click <b>New</b></li> <li>• Click <b>Print</b></li> <li>• Click <b>Save &amp; Send</b></li> <li>• Click <b>Save to Web</b></li> <li>• Click <b>Sign In</b></li> <li>• Click <b>E-mail Address</b></li> <li>• Click <b>Password</b></li> <li>• Click <b>OK</b></li> <li>• Click <b>My Documents</b> folder</li> <li>• Click <b>Save</b></li> <li>• Click black <b>x</b> at top right to close</li> <li>• Click browser <b>Refresh</b> button</li> <li>• Point out new file</li> </ul>

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## Demonstration 2: I Need to Edit

Office Web Apps enable you to take the Word, Excel, and PowerPoint documents—as well as OneNote notebooks—that you create in Microsoft Office on your computer, make light edits on the Web, and then open them again in your desktop applications to seamlessly continue editing with access to all of the rich functionality you need.

### Task 2-1: View & Edit Microsoft Office Documents Online

Feature	What You Say	Where You Click
View Word Documents	<p>Click once, and the document, workbook, presentation or notebook that you saved to SkyDrive opens in your Web browser.</p> <p>When you view your files using Office Web Apps, your content always looks its best. From objects such as graphics and images, to formatting such as table borders, odd/even headers and text effects, viewers see the file in high-fidelity.</p> <p>Click the File tab on the command bar for more options like printing.</p> <p>When you click Find in Word Web App view mode, the Find in Document Pane opens. Search for text in the document and you see an excerpt from each search result in the pane along with automatic highlighting of search hits throughout the document. Click any result in the pane to instantly move to that location in the document.</p>	<ul style="list-style-type: none"><li>• Click <b>Ecology Report</b> document</li><li>• Click <b>Ecology Report</b> document again</li><li>• Click <b>Zoom</b> dropdown</li><li>• Click <b>Full Page</b></li><li>• Point out high fidelity view—Styles, photo, SmartArt (click scroll down arrow to page 2)</li><li>• Click <b>File</b></li><li>• Click <b>File</b> again</li><li>• Click <b>Find</b></li><li>• Click search field</li><li>• Click magnifying glass</li><li>• Point out search results</li></ul>

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Feature	What You Say	Where You Click
<p><b>Edit Word Documents</b></p>	<p>When you're ready, click Edit in Browser and your file opens in an online editor, where you can quickly make a change to the content using the Ribbon. Office Web Apps even supports proofing and autocorrect functionality.</p> <p>When editing a file in Office Web Apps, you see placeholders for any content that can't display in the Web App edit mode. Content displayed in placeholders is preserved intact and can be seen in the Web App view mode or when you next open the file in Microsoft Office on your desktop.</p>	<ul style="list-style-type: none"> <li>• Click <b>Edit in Browser</b></li> <li>• Point out Ribbon</li> <li>• Click <b>Styles</b> dropdown to expand gallery</li> <li>• Click <b>Title</b></li> <li>• Click beneath <b>Assessing the Health of Wetlands</b></li> <li>• Click beneath <b>Assessing the Health of Wetlands</b> again</li> <li>• Click <b>Ecologie</b></li> <li>• Click <b>Ecology</b></li> <li>• Click <b>Styles</b> dropdown to expand gallery</li> <li>• Click <b>Subtitle</b></li> <li>• Click <b>Save</b></li> <li>• Point out placeholders—Picture, SmartArt (click scroll down arrow to page 2)</li> <li>• Click <b>View</b></li> <li>• Click <b>Reading View</b></li> <li>• Click scroll down arrow to page 2</li> </ul>
<p><b>Open in Word</b></p>	<p>When you need to access additional features, it takes just one click from any Office Web App to open the file in the corresponding Microsoft Office program on your desktop. You can open files in Office 2007, Office 2010, or older versions that have the Office Compatibility pack installed. (Depending on the version, some features may be unavailable.)</p> <p>Placeholders in Office Web Apps are now fully editable using the features of the desktop application.</p> <p>The improved Navigation Pane (formerly called the Document Map) transforms the document navigation experience, enabling you to browse your document by headings or reorganize document contents with a simple click and drag.</p>	<ul style="list-style-type: none"> <li>• Click <b>Open in Word</b></li> <li>• Click <b>OK</b></li> <li>• Click <b>Enable Editing</b></li> <li>• Click scroll down arrow to page 2</li> <li>• Click the SmartArt diagram</li> <li>• Click the <b>Design</b> contextual command tab</li> <li>• Click the <b>Layouts</b> dropdown to expand gallery</li> <li>• Click the cycle diagram (six down, two from left)</li> <li>• In <b>Navigation</b> pane, click <b>Ammonia Nitrogen Test</b></li> <li>• Drag <b>Ammonia Nitrogen Test</b> above <b>pH Test</b></li> <li>• Click <b>Save</b></li> <li>• Click red <b>x</b> at top right to close Word</li> </ul>

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Feature	What You Say	Where You Click
Version History	SkyDrive saves multiple versions of your documents as you edit. You can use the Version History command to see the existing versions and even restore an older version over a newer one.	<ul style="list-style-type: none"> <li>Click <b>Ecology Report</b> document</li> <li>Click <b>Version History</b></li> <li>Click bottom version</li> <li>Point to (don't click) <b>Restore</b></li> <li>Click black <b>x</b> at top right to close</li> </ul>
View PowerPoint Documents	In PowerPoint Web App view mode, you can browse your slides and notes or run your slide show. When you click Start Slide Show, your presentation runs in high-fidelity. PowerPoint Web App even supports many of the animations that you can apply in PowerPoint 2010.	<ul style="list-style-type: none"> <li>Click <b>Butterfly Project</b> document</li> <li>Click <b>Butterfly Project</b> document again</li> <li>Click <b>Slide 1 of 5</b></li> <li>Click <b>4: Transformation</b></li> <li>Click <b>Notes</b></li> <li>Click <b>Start Slide Show</b></li> <li>Click red <b>x</b> at top right to close</li> </ul>
Edit PowerPoint Documents	<p>Like Word Web App, you can use the PowerPoint Web App to make quick edits right in the browser. Add a new slide; even insert a picture from a folder on your computer.</p> <p>As with the Ribbon in the Microsoft Office programs on your desktop, additional contextual tabs appear as needed when you select certain types of content—such as tables or pictures—to give you the right tools at just the right time.</p>	<ul style="list-style-type: none"> <li>Click <b>Edit in Browser</b></li> <li>Click <b>New Slide</b></li> <li>Click <b>Title and Content</b></li> <li>Click <b>Add Slide</b></li> <li>Click slide title box</li> <li>Click <b>Insert Picture</b> icon on slide</li> <li>Click picture</li> <li>Click shadow format in Picture Styles (four from left)</li> </ul>
Open in PowerPoint	<p>If you need more features, open the presentation in PowerPoint.</p> <p>Use new and improved picture editing tools available across several Office 2010 programs. Spectacular artistic effects and advanced correction, color and cropping tools help you fine-tune all of the images in your Office 2010 documents without the need for additional photo-editing programs.</p>	<ul style="list-style-type: none"> <li>Click <b>Home</b> tab</li> <li>Click <b>Open in PowerPoint</b></li> <li>Click <b>OK</b></li> <li>Click <b>Enable Editing</b></li> <li>Click slide 6</li> <li>Click picture</li> <li>Click <b>Format</b> contextual command tab</li> <li>Click <b>Artistic Effects</b></li> <li>Click effect (four down, four from left)</li> <li>Click <b>Save</b></li> <li>Click red <b>x</b> at top right to close PowerPoint</li> </ul>

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## Demonstration 3: I Need to Share & Collaborate

Office Web Apps make it simple to collaborate with people on different platforms and different Microsoft Office versions, and even those who don't have Microsoft Office on their computers. People who share access to your files can edit them easily and instantly from supported Web browsers on their PC or Mac.

### Task 3-1: Share a Folder

Feature	What You Say	Where You Click
Public Folder	<p>By default, your SkyDrive comes with one preconfigured Public folder. Permission for this folder is set to everyone, meaning anyone can view this folder—even if they're not signed in.</p> <p>Teachers can use this folder to share general information like class syllabuses, project rubrics, etc., and then send a link out to students and parents through Outlook Live.</p> <p><b>Note:</b> As Outlook Live policies may block incoming email from outside the school domain, the Send a Link feature may not work. In this case, a better option is Get a Link which will allow you to copy and paste the link into an Outlook Live email message.</p> <p>Visitors to your folder can view and download the files they need.</p> <p><b>Note:</b> The Public folder is a good option for sharing information with students who do not meet the 13+ age requirement for SkyDrive.</p>	<ul style="list-style-type: none"><li>• Click <b>Public</b> folder</li><li>• Click <b>Share</b></li><li>• Click <b>Get a link</b></li><li>• Click <b>Copy</b> this link to share</li><li>• Click a new browser tab</li><li>• Click address bar</li><li>• Click blue arrow in address bar</li><li>• Click <b>New</b> email message button</li><li>• Click message body</li><li>• Click red x at top right to close message window</li><li>• Click <b>Get a link</b> tab</li><li>• Click <b>Done</b></li><li>• Click <b>Field Trip Permission Form</b> document</li><li>• Click <b>More</b> in hover menu</li><li>• Point to (don't click) <b>Download</b></li></ul>
Create a New Folder	<p>The default Public folder is view-only. For folders where you want visitors to have the ability to add or edit files, you'll want to create a new folder and set the appropriate permissions.</p>	<ul style="list-style-type: none"><li>• Click <b>Office</b> in breadcrumbs</li><li>• Click <b>New</b> dropdown</li><li>• Click <b>Folder</b></li><li>• Click the <b>Name</b> field</li></ul>



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Feature	What You Say	Where You Click
Folder Permissions	<p>When you create a new top-level folder, you can add files to it, and decide who you want to be able to access the top-level folder and <i>everything in it</i> by setting permissions.</p> <p>For example, a teacher may want to create and share a project folder with students where files (documents, images, movies, etc.) can be uploaded by students.</p> <p>Suggested permission settings for Live@edu are:</p> <ul style="list-style-type: none"> <li>• Just me (private folder)</li> <li>• Everyone (public folder)</li> <li>• Specific People (good for classes or group projects)</li> </ul> <p><b>Note:</b> <i>To add specific people to a folder, you will need to copy/paste an e-mail address from your Outlook Live address book or contacts. Do not use the contacts commands in Windows Live; they are part of the public network and are not connected to Outlook Live. Also, setting folder permissions to Friends is not recommended as these too are part of the public SkyDrive network.</i></p>	<ul style="list-style-type: none"> <li>• Click Change</li> <li>• Point out the <b>Share with</b> slider</li> <li>• Click <b>Add specific people</b> field</li> <li>• Wait for name to drop down below the field</li> <li>• Click <b>Add specific people</b> field</li> <li>• Wait for name to drop down below the field</li> <li>• Click dropdown to the right of <b>landrews</b></li> <li>• Click dropdown to the right of <b>landrews</b> again</li> <li>• Click Next</li> </ul>

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## Task 3-2: Co-author Microsoft Office Documents

Feature	What You Say	Where You Click
Co-authoring in Excel Web App	<p>Once you create a folder and assign permissions, you can begin to work on your documents with other people. For example, students could work together on an Excel-based project at the same time and from different locations.</p> <p>Just upload a workbook to SkyDrive and then open it for editing in Excel Web App. When others open the same file in Excel Web App while you are in it, you can all continue editing without interruption. Changes update in near real-time, so you stay easily up-to-speed on everyone's edits as you work. And, you can quickly see who else is editing in the file with you at any time from the Status bar.</p>	<ul style="list-style-type: none"> <li>• Click <b>Add files</b></li> <li>• Click <b>select documents from your computer</b></li> <li>• Click <b>Weather Data.xlsx</b></li> <li>• Click <b>Open</b></li> <li>• Click <b>Continue</b></li> <li>• Click <b>Share</b></li> <li>• Point to (don't click) <b>Get a link</b></li> <li>• Click <b>Share</b> again</li> <li>• Click the <b>Weather Data</b> document</li> <li>• Click <b>Edit in Browser</b></li> <li>• Click <b>2 people editing</b> in bottom left corner</li> <li>• Click <b>2 people editing</b> in bottom left corner again</li> <li>• Wait for "Sanjay" to update B-D:18</li> <li>• Click <b>B:3</b></li> <li>• Click <b>C:3</b></li> <li>• Click black <b>x</b> at top right to close</li> </ul>
Share a Root-Level File	<p>If you want to share an individual file and not an entire folder, the file must be stored in the top-level directory. From here, you can add specific people to access the file and determine their view/edit permissions.</p> <p>Again, the Get a Link command is a better way for Live@edu users to let people know about a shared folder.</p>	<ul style="list-style-type: none"> <li>• Click <b>Office</b> in the breadcrumbs</li> <li>• Under <b>Personal</b>, click <b>View all</b></li> <li>• Click <b>Lesson Planner</b> document</li> <li>• Click <b>Share</b> in hover menu</li> <li>• Click <b>Edit permissions</b></li> <li>• Click <b>Add specific people</b> field</li> <li>• Click <b>Can edit</b> dropdown</li> <li>• Click <b>Can edit</b> dropdown again</li> <li>• Click <b>Save</b></li> <li>• Click <b>Skip this</b></li> <li>• Click <b>Lesson Planner</b> document</li> <li>• Click <b>Share</b></li> <li>• Point to (don't click) <b>Get a link</b></li> <li>• Click <b>Share</b> again</li> </ul>

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Feature	What You Say	Where You Click
Co-authoring in OneNote Web App	<p>Like Excel Web App, OneNote Web App enables you to edit the same shared notebook at the same time as other people using OneNote Web App or OneNote 2010. Teachers, for example, could brainstorm on lesson plans at the same time from different locations.</p> <p>Changes sync in near real-time, so you quickly see the content that others are adding to the notebook. On the View tab of the Ribbon you can click Show Authors to see who made specific edits both during and at any time after a co-authoring session.</p> <p>Also on the View tab, click Page Versions to view, restore, or delete previous versions of the page. So, if someone else makes a change to content you needed, you can still access that content later.</p>	<ul style="list-style-type: none"> <li>• Click <b>Edit in Browser</b></li> <li>• Click <b>Lesson Title</b></li> <li>• Click <b>Lesson Title</b> again</li> <li>• Click next to <b>Unit title:</b></li> <li>• Wait for "Sanjay" to edit <b>Lesson title:</b></li> <li>• Click <b>View</b></li> <li>• Click <b>Show Authors</b></li> <li>• Click <b>Page Versions</b></li> <li>• Click fourth version down</li> <li>• Point out yellow message bar</li> <li>• Click black x at top right to close</li> </ul>
Move a File	<p>If you have a personal document that you decide to share, you'll need to move it to another folder (you don't want to share your My Documents folder). It's easy to move documents on SkyDrive between folders in a couple of clicks.</p> <p>I've already created a shared folder for another project, so I'll go ahead and move this folder there for the purposes of this demonstration. However, I could just as easily create and share a new folder.</p>	<ul style="list-style-type: none"> <li>• Click <b>My Documents</b> folder</li> <li>• Click <b>Butterfly Project</b> document</li> <li>• Click <b>More</b> in hover menu</li> <li>• Click <b>Move</b></li> <li>• Click <b>Weather Project</b></li> <li>• Click <b>Move this file into Weather Project</b></li> </ul>

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Feature	What You Say	Where You Click
Co-authoring in PowerPoint (and Word) 2010	<p>Though PowerPoint Web App and Word Web App do not have co-authoring capabilities, you can open either document type in the full Office 2010 application and take advantage of co-authoring.</p> <p>Office 2010 will notify you when someone else is editing the same document. Click Save to synchronize your changes with SkyDrive and the other people working in the document.</p> <p>You can also click File and see the document versions in Backstage View.</p> <p><b>Note:</b> <i>Co-authoring in PowerPoint 2010 and Word 2010 also features integrated email and chat commands. Again, Live@edu users will want to use Outlook Live for all of their communication and chat needs.</i></p>	<ul style="list-style-type: none"> <li>• Click <b>Butterfly Project</b> document</li> <li>• Click document title (<b>Butterfly Project</b>)</li> <li>• Click <b>Open in PowerPoint</b></li> <li>• Click <b>OK</b></li> <li>• Click <b>Enable Editing</b></li> <li>• Click slide 4</li> <li>• When "Sanjay" bubble appears, click it</li> <li>• Click co-authoring icon in taskbar to close</li> <li>• Click <b>apolysis</b> in second bullet</li> <li>• Click <b>Bold</b> icon in Ribbon</li> <li>• Click <b>Italic</b> icon in Ribbon</li> <li>• Click off text box</li> <li>• Click <b>Save</b></li> <li>• When pop up appears, click <b>OK</b></li> <li>• Click slide 6 and show "Sanjay" slide</li> <li>• Click <b>File</b></li> <li>• Point to (don't click) <b>Versions</b></li> </ul>
Broadcast View	<p>Also with PowerPoint 2010, you can instantly broadcast your slides to a remote audience. The remote viewers can see your presentation online even if they don't have PowerPoint installed on their computer.</p>	<ul style="list-style-type: none"> <li>• Click <b>Save &amp; Send</b></li> <li>• Click <b>Broadcast Slide Show</b></li> <li>• Click <b>Broadcast Slide Show</b> button</li> <li>• Click <b>Start Broadcast</b></li> <li>• Point out link</li> <li>• Click <b>Start Slide Show</b></li> <li>• Click anywhere</li> <li>• Click <b>End Broadcast</b></li> <li>• Click <b>End Broadcast</b> again</li> <li>• Click red x at top right to close PowerPoint</li> <li>• Click <b>More</b> in folder menu</li> <li>• Point to (don't click) <b>Rename</b></li> <li>• Click <b>More</b> in folder menu</li> <li>• Click <b>Office</b> in breadcrumbs</li> </ul>

### Summary

With 25 GB of free, password-protected online storage, SkyDrive and Office Web Apps give you the freedom to store, edit, and share school-related photos, files, and documents.